

Associate Budget Analyst

California State Personnel Board Specification

- **Schematic Code:** LF30
- **Class Code:** 5284
- **Established:** 10/08/1948
- **Revised:** 12/17/1985
- **Title Changed:** --

Definition

Under general direction, in an operating agency or department, performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of a department's budget; provides consultative budget service to department management; and does other related work.

Typical Tasks

Prepares baseline budget; prepares budget revisions; reviews, analyzes, evaluates and processes budget change proposals; reconciles appropriation by source of funding; prepares and processes transfer of budget allotments; provides budget information, instruction and assistance to department staff; makes recommendations on budget matters to higher level department management; analyzes proposed legislation to determine funding impact on department programs; may review purchase estimates, printing requisitions, personnel transactions documents and contracts; prepares reports and correspondence.

Minimum Qualifications

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. Either I One year of experience in the California state service performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs.)

OR II

Experience: Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program. (Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility of a Staff Services Analyst, Range C.) (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Knowledge and Abilities

Knowledge of: Principles and practices of governmental budgeting and accounting; financial structure, uniform accounting system, and financial procedures of the State of California; purposes, functions, and fiscal organization of the various State agencies; laws relating to financial administration of the State Government;

principles of public and personnel administration; principles of organization and management; principles and practices of public finance, research techniques and statistical principles and procedures.

Ability to: Develop various types of budget documents; analyze and solve difficult technical budget problems; establish and maintain cooperative relationships with control agency staff and others contacted in the work; speak and write effectively; analyze situations accurately and develop an effective course of action.

Updated 6/3/2012